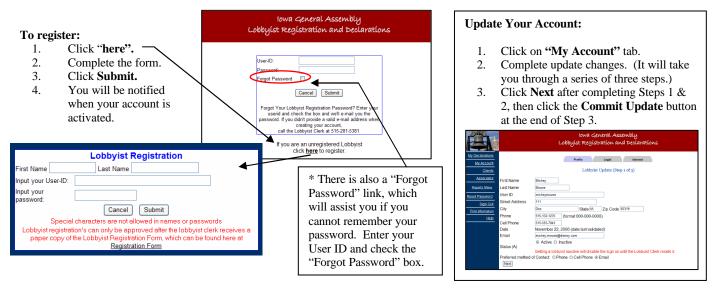


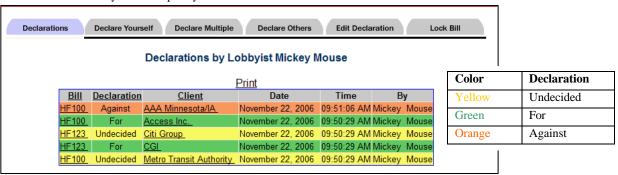


Iowa General Assembly Lobbyist Registration and Declaration Legislative Services Agency – Computer Services Division Iowa General Assembly

To open the Lobbyist Application, go to the Legislative home page www.legis.state.ia.us, click on the "Lobbyist Information" tab and, under the heading "Lobbyist Online Declaration System," click the link entitled "Lobbyist Registration and Declarations."

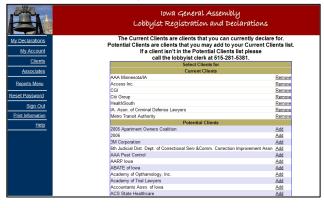


My Declarations: You may view and print your declarations here.



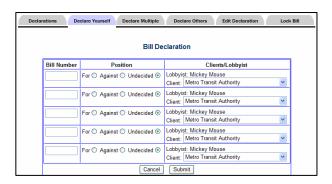
Associate Clients to your Account:

- 1. Click "Clients" tab.
- Add clients to your list by clicking the Add link next to the desired client under the "Potential Clients" list. (If a Client is not on the existing list, please contact legislative staff.)
- Click the Remove link under the "Current Client" list to delete a client from your account.



To Declare on a Bill:

- 1. Click on the "My Declarations" tab.
- Click the **Declare Yourself** tab along the top of the screen.
- 3. Enter the **Bill Number**.
- 4. Select **Position**. (For, Against, or Undecided)
- 5. Select **Client** from the drop down list.
- 6. Click **Submit.**



Associates - People that you have given the ability to declare on your behalf.

To Add an Associate:

- 1. Click the "Associates" tab.
- 2. Click the **Add Associates** tab along the top of the screen.
- Select an associate by clicking on their name and then click Submit.

To Remove an Associate:

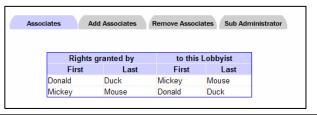
- 1. Click **Remove Associates** tab along the top of the screen.
- 2. Select an associate and click the **Remove** link.

To View Associations:

 Click the Associates tab. A list showing all associations given to you and that you have given will appear.

To Choose a Sub Administrator:

- 1. Click the **Sub Administrator** tab at the top of the screen.
- Select a Sub Administrator from the list and then click the Submit button.



Lock a bill – Locking a bill will allow no other person the ability to make changes on your behalf on that bill. All associations will be invalid for that bill.

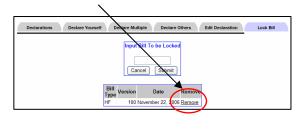
To lock a bill:

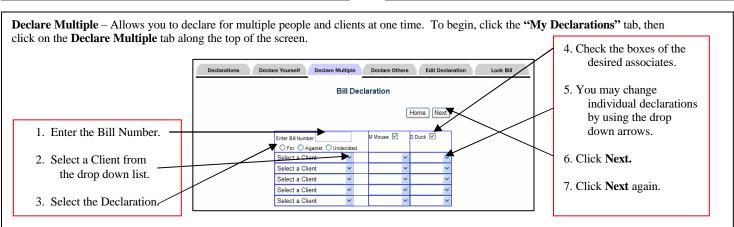
- 1. Click the "My Declarations" tab.
- 2. Click the **Lock Bill** tab along the top of the screen.
- 3. Enter the desired Bill Number.
- Click Submit.



To remove a lock:

- 1. Click the **Lock Bill** Tab
- 2. Click **Remove** by the desired bill number.





To Fill Out Lobbyist Reports Online:

- 1. Click on the "Reports Menu" tab.
- 2. Click the **File Monthly Lobbyist Report** link.
- 3. Read the information screen and then click **Next**.
- 4. Choose the time period covered for the report and click **Next**.
- Select the clients represented by the report by checking/unchecking the boxes next to them. Click Next.
- Enter each campaign contribution you have made during the time frame of the report and click Next.
- List your expenditures during the time frame of the report and click Next.
- Review your report to make sure all information entered is correct and then click the **Confirm Report** button.
- 9. Your report has been filed.

- * You can also reset your password (**Reset Password** tab), print any of your information (**Print Options** tab), and view a help file for the program (**Help** tab) by clicking on the various tabs along the left-hand side of the screen.
- * It is important that you sign out of the program before you exit the application. To sign out, simply click the **Sign Out** tab. You will see the message below insuring that you have successfully exited the program.

Your have left the Lobbyist system